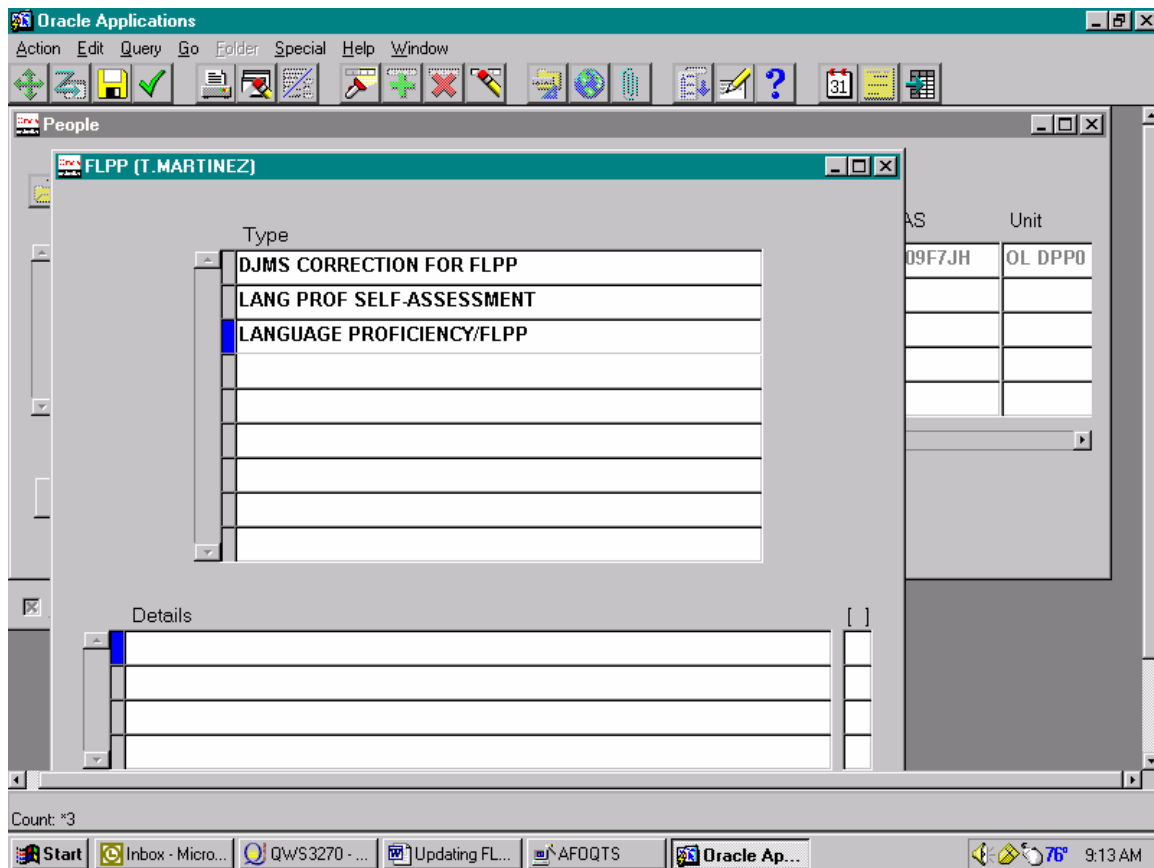1. Hit F7 then enter SSN then hit F8 to retrieve record.
2. Go into Lang Prof/FLPP

1. Go into Language Proficiency/FLPP to update Language Test.
2. Click on the line that is appropriate in Details. If it is new language click on the blank line.

1. Put in Language Exam (e.g. QB-Spanish)
2. Enter in Test Control Office (e.g. 1007)
3. Enter the Exam Date (e.g. 10-MAR-2001)
4. Enter Reading Rating (e.g. E)
5. Enter Listening Rating (e.g. E)
6. Enter Speaking Rating if applicable (e.g. E)
7. Enter FLPP Status (e.g. 21, 31, 41)
8. Enter FLPP Start Date, this should be the same date as the exam date or the date of the commanders letter if initial certificaion.(e.g. 10-MAR-2001)
9. Click on "OK" then save the transaction
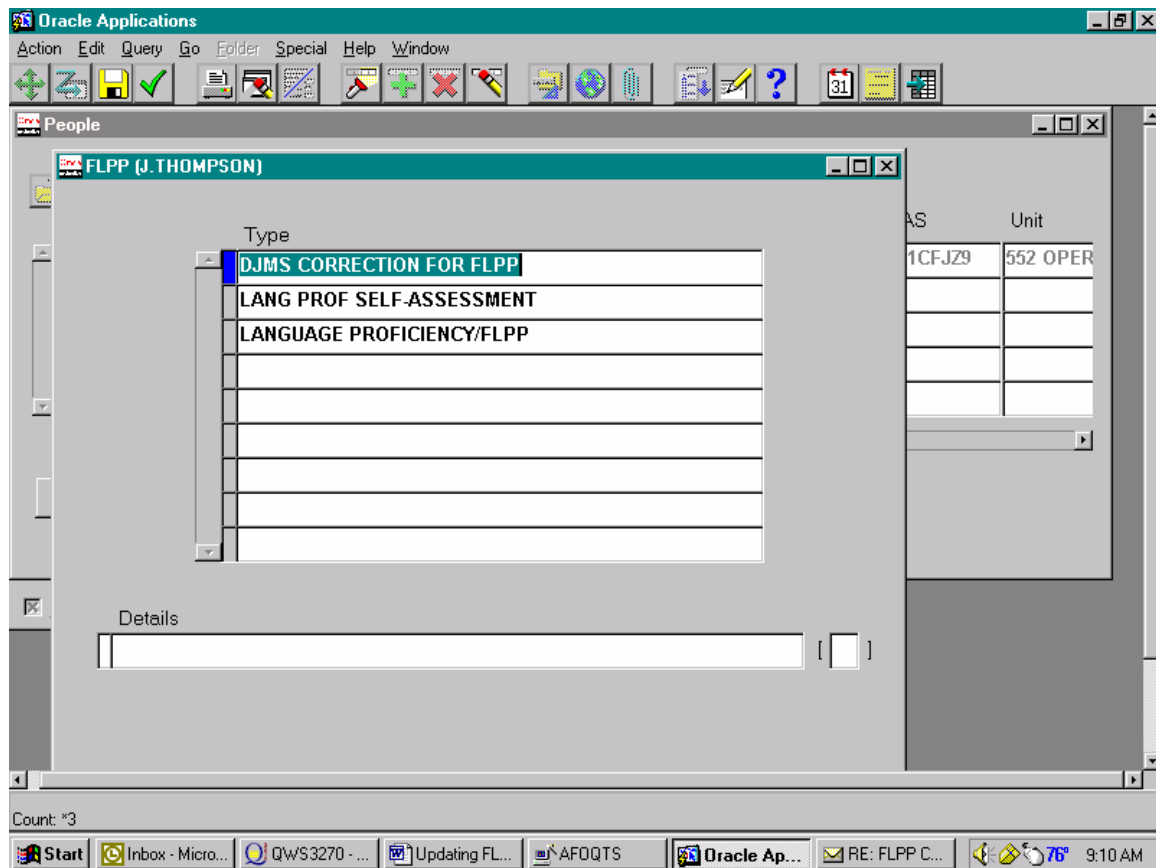
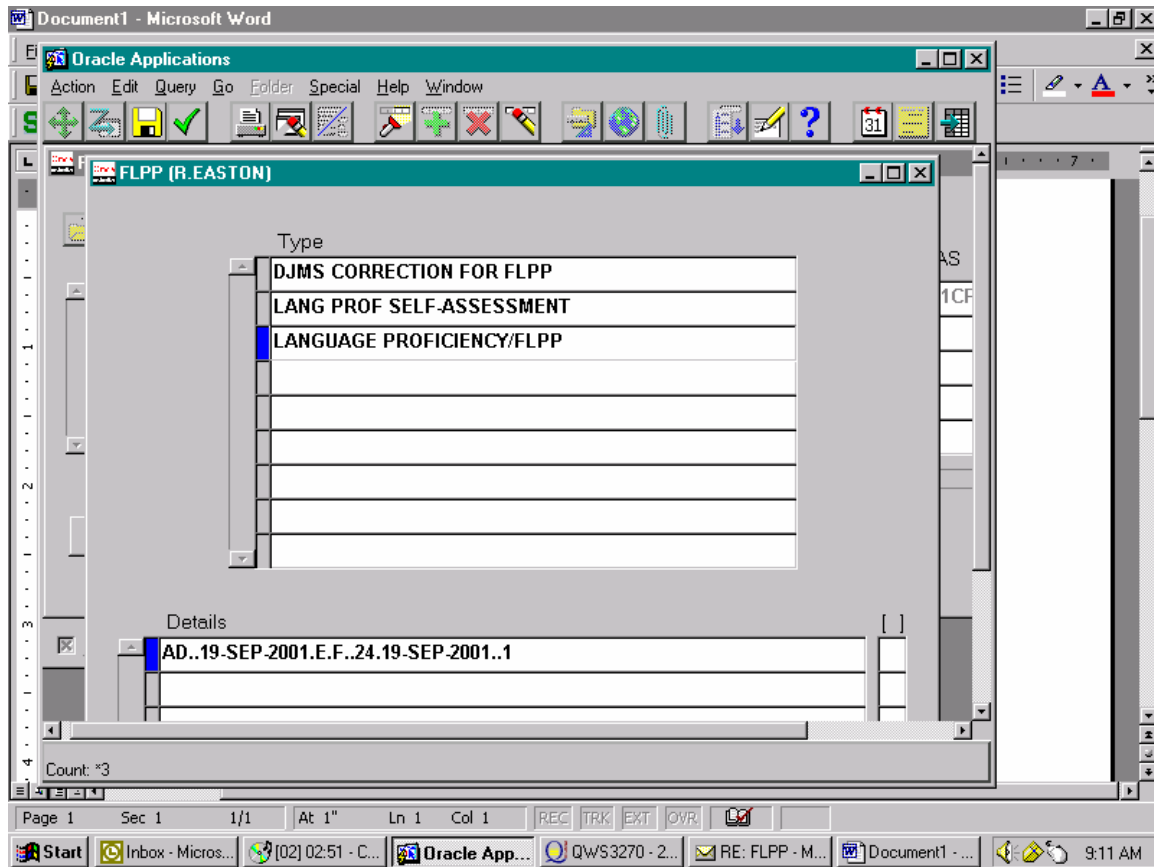1. To update any pay transaction go into "DJMS CORRECTION FOR FLPP"
2. Click in the blank line under Details.
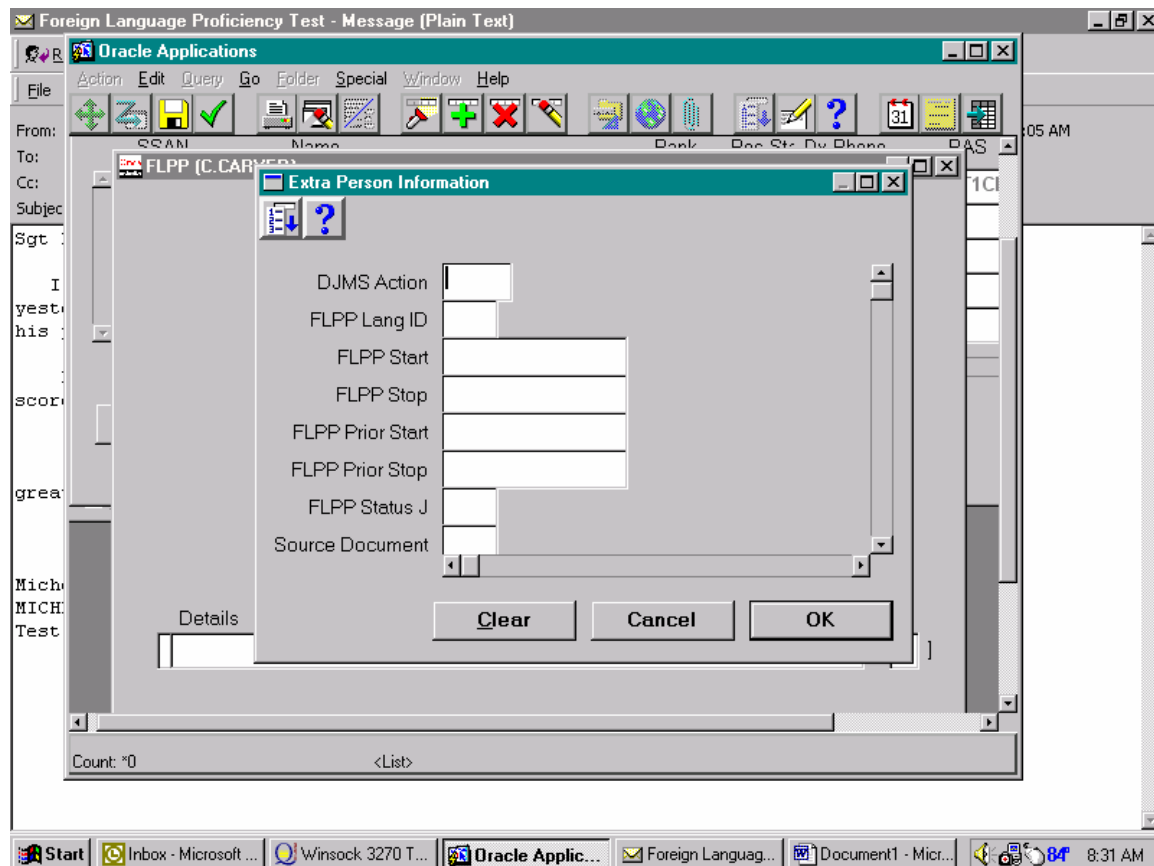
1. Update the appropriate code for DJMS Action (see Attachment 1)

2. Update FLPP Lang ID (e.g. QB-Spanish)

3. Enter FLPP Start (e.g. 10-MAR-2001), this should be updated if there is a start or change of pay.

4. Enter FLPP Stop (e.g. 10-MAR-2001), this should be update if there is a stop of FLPP.

5. Update FLPP Status J (e.g. 21, 41, ST(for a stop transaction)

6. Then click ok and save.

Action  Edit  Query  Go  Folder  Special  Window  Help

People

**FLPP (T.MARTINEZ)**

Type

DJMS CORRECTION FOR FLPP

AS          Unit

09F7JH    OL DPP0

**DJMS Action**

Find      02%

| DJMS Action | Description |
|-------------|-------------|
| 021 | Start FLPP |
| 022 | Stop FLPP |
| 023 | Report FLPP |
| 024 | Change FLPP |
| 025 | Correct FLPP |
| 026 | Cancel FLPP |

Find          OK          Cancel

Clear    Cancel    OK

Choices in list: 6
Count: *0          <List>

Start  |  Inbox - Micro...  |  QWS3270 - ...  |  Updating FL...  |  AFOQTS  |  Oracle Ap...          76°  9:17 AM

For 2<sup>nd</sup> language updates:  please follow the steps below.



Here is the initial screen you will go into.  Click on the 1<sup>st</sup> line in details and that will take you to the next screen.
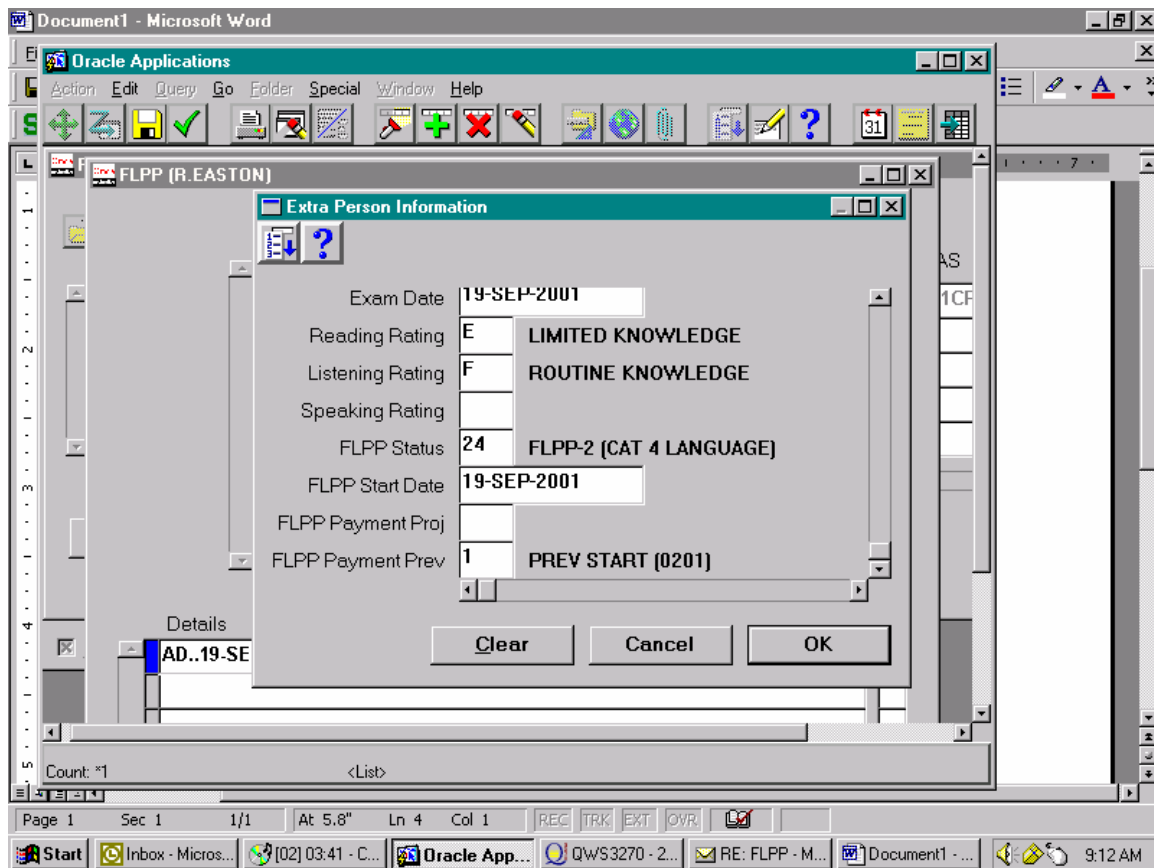
If you need to start pay or change the dates then you will do so in this screen.  Before you can update anything in the DJMS CORRECTION FLPP area you have to delete out the number that is showing in the FLPP Payment Prev block.  You can just delete it then save the record.
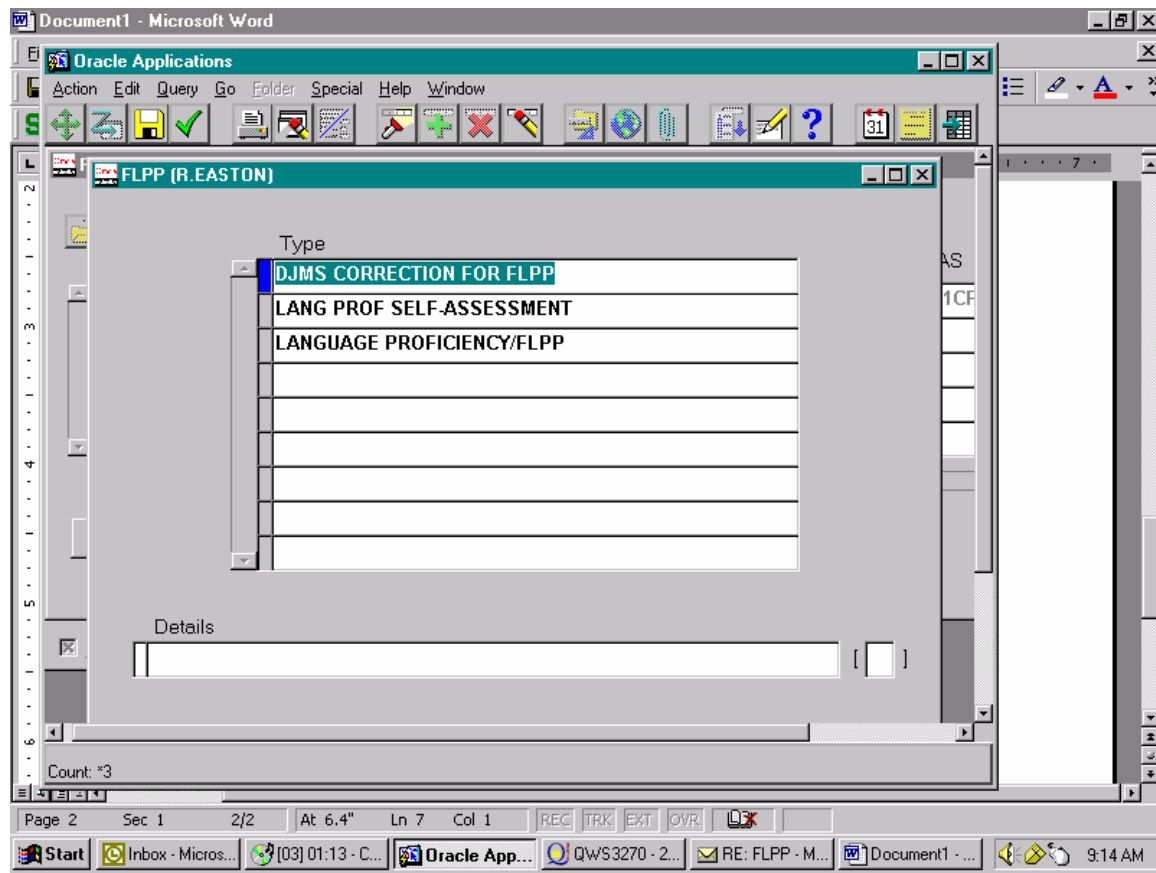
Next go into the DJMS CORRECTION FOR FLPP area.  Click in the blank line under details.
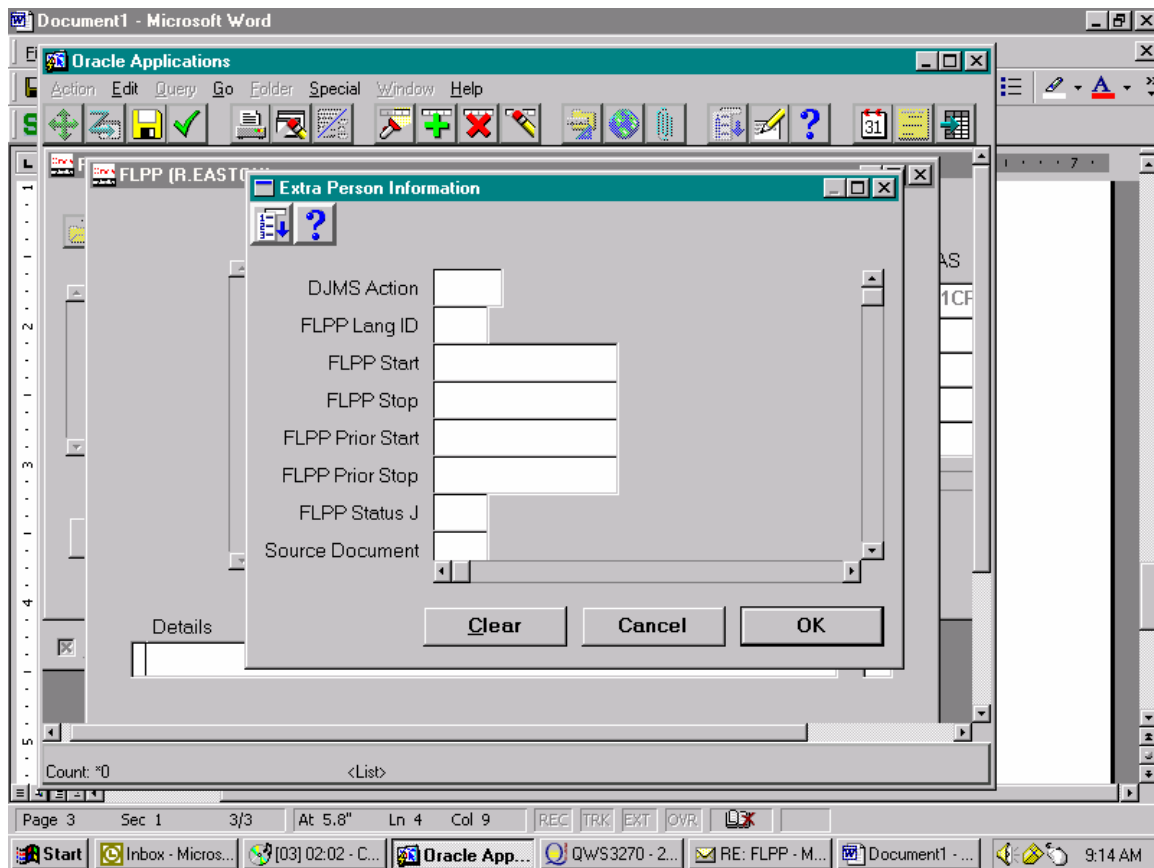
Where it has DJMS Action you will put in a 021 - to start pay on a member who is not receiving any pay; an 022 to stop pay on a member who is no longer entitled; or an 024 to change the amount of pay that a member is receiving. You should go to finance and request an "02" printout to verify the pay that a member is receiving.

Hopefully this will help you out.